Using CCTO to Monitor COVID-19 Case Patients
COVID-19 Community Team Outreach

Review the below guidelines for documenting case patients within the CCTO Tool:

Case patients may be entered in the CCTO Tool through two scenarios:

1. An **existing monitored contact** becomes infected and is **reclassified** from a contact to a case patient
2. An LHD wishes to complete daily monitoring on a case patient and **enters them into the CCTO Tool as a case patient**
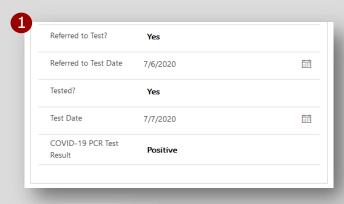
Guidance is provided below for each scenario.

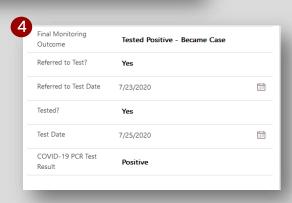## Handling Monitored Contacts Who Become Infected

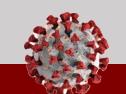*If an existing contact assigned to you becomes infected with COVID-19, you should take the following actions:*

1. Under "Details" in a contact's profile, **complete the fields pertaining to testing** for COVID-19:
   a. Referred to Test?
   b. Referred to Test Date
   c. Tested?
   d. Test Date
   e. COVID-19 PCR Test Result

2. **Toggle the "Contact or Case-Patient" variable to "Contact who became a case."** For pre-existing contacts, using this variable instead of "Case Patient" helps us to understand and track our data most effectively.

3. **Under the "Contact or Case-Patient" variable, fill out the NC EDSS Event ID of the case.** Contacts who become case patients will have both a source patient NC EDSS ID and a contact NC EDSS ID. *If the contact does not have an NC EDSS record, you should let case investigators know about the positive result.*

4. If needed, you may continue monitoring this individual. Review the monitoring fields to ensure they are accurate. **When monitoring has concluded, toggle "Final Monitoring Outcome" to "Tested Positive – Became Case,"** and close the contact per the "Closing Out Cases" [job aid.](#)

1 Testing Information

2 "Contact or Case-Patient"

3 "NC EDDS Event ID of Case"

4 Review Monitoring Info

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Case patients who are not existing contacts may also be entered into the CCTO Tool directly:

Entering a Case Patient into the CCTO Tool for Monitoring

If you wish to monitor a new case patient who is not a current contact, this individual can also be entered into the CCTO Tool:

1. Follow the guidance outlined in the [Entering, Assigning, and Beginning Monitoring job aid](#) to complete as much information as possible, **but do not enter a source patient NC EDSS ID or a last date of exposure.**

2. Toggle the **"Contact or Case-Patient" variable to "Case-Patient."**

3. Under the "Contact or Case-Patient" variable, fill out the NC EDSS Event ID of the case.

4. Toggle **"Begin Monitoring" to "Yes" and Monitoring Status" to "Monitoring" to trigger digital outreach if applicable** to begin the monitoring period.

1	**Input information**
2	**"Contact or Case-Patient"**
3	**"NC EDDS Event ID of Case"**
4	**Begin Monitoring**

For up-to-date guidance on when to end monitoring for case patients, review the [Communicable Disease Manual](#). Under the *Contact Tracing and Movement and Monitoring* header, select *4. Updated COVID-19 Contact Tracing Instructions (PDF).*

1

New Contact
Contact · MDA Form ∨

ARIAS Contact   Assessments   System Information

Basic Info

🔒 C#   ---

First Name   *   **Anna**

Last Name   *   **Example**

NC EDSS Event ID of
Source Patient #1   _____

Last Date of Exposure
to Source Patient #1   ---

NC EDSS Event ID of
Source Patient #2   _____

Last Date of Exposure
to Source Patient #2   ---

For Public Health Use Only

Contact or Case-
Patient   **Case-Patient**   **2**

NC EDSS Event ID of
Case   **101333444**   **3**

4

Details

Begin Monitoring?   **Yes**

Monitoring Status   **Monitoring**